                        APPENDIX E-139 V

            RECOMMENDED BUY/REPAIR DOCUMENT VIOLATIONS

1. INPUT DOCUMENTS

  a. Appendix B-139, Recommended Buy Document, DIC ZHS.

  b. Appendix B-140, Recommended Buy/Repair Batch Control Document
(Output/Input) DIC ZSJ.

  c. Appendix B-141, Recommended Repair Document, DIC ZGS.

2. INPUT TO PROCEDURE DECISION CHART

  None.

3. PURPOSE, CONTENTS, AND RESPONSIBILITIES

  This appendix is applicable to chapter 3 and provides instructions for
the correction and reentry of Recommended Buy/Repair Documents and
Recommended Buy/Repair Batch Control Documents which violated and were
output on appendix F-43, Recommended Buy/Repair Discrepancy Report. IMs
within the Commodity Branches of the DSO are responsible for correcting
all violations described herein expeditiously in order that the
recommended buy can be released to DP&P.

VIOLATION
REASON CODES   DEFINITION

AI   Invalid Document Number.

AJ   Invalid PGC.

AK   Invalid Project Code.

AN   Invalid UI.

AR   Purpose Code Invalid, Blank, or Unmatched.

AS   Quantity Invalid or Blank.

AY   Invalid NSN.

BT   No Matching Due-In/Receipt Record.

CF   Invalid Action Code.

CI   NSN Deleted with or without Replacing NSN.

CK   Invalid Type Pack.

EY   Invalid Total Recommended and/or Approved Quantity
                 Field.

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VIOLATION
REASON CODES     DEFINITION

EZ               Invalid Special Annotation Code.

FU               Line Item Number Field is Blank or Invalid.

HP               Invalid EDD.

PU               Input does not match Record.

RU               Unit Price not recorded in NIR.

T2               Item is not Head of Family.

UA               Storage Location Field Invalid.

X2               Missing Batch Control Record.

X3               Recommended Buy/Repair Previously Approved.

X4               Recommended Buy/Repair Previously Canceled.

X5               Duplicate Batch Control Record.

YN               More Than 29 Line Items Involved in the Recommended Buy.

YS               Invalid Accounting Classification Code.

YT               Resubmission Code Blank or other than R/Total Revised
                 Lines Incorrect.

YU               Invalid Total Revision Field.

YW               Condition Code other than F or G.

YX               NSN Not Centrally Stored, Procured, or Issued (other
                 than SSC 1, 4, 5, 6, 7, 8, or A).

ZF               Representative Buy Code other than Y or N.

Z7               Data Field Invalid or Incomplete.
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4. PROCESSING RESEARCH INSTRUCTIONS

   The violations for Recommended Buy/Repair Documents and Recommended
Buy/Repair Batch Control Documents are printed on the F-43, Recommended
Buy/Repair Discrepancy Report except in the case where a DIC ZSJ was
input to release a Recommended Buy from the Government Furnished
Materiel Suspense File (GFMSF) (VRC PU). These violations are not
controlled through Violation Control System; however, all computer
Recommended Buys are controlled through the SCR. Violations are not
posted to the SCR, but control is maintained through trailer records

mechanically established when the Recommended Buy is output to the IM for review and approval. The Julian date in the document reentry is made by the IM, valid buy/repair trailers in the SCR. Invalid transactions are violated and printed on the F-43 report under caption Manager Decisions that Violated. In addition, under the caption, Recommendation Contained in SCR, the transactions that were valid and posted to the SCR will be reflected under the Total Approved Quantity column and the original computer recommendation will be reflected under the Total Recommended L/I column. This report provides all the necessary data for preparing reentry cards and eliminates the necessity for research by the IM on all computer generated recommendations. This report along with a copy of the SF 36 for a Manual Walk-Thru PR, provides the necessary source for correction of all violation. Following, by VRC, is a complete explanation of the reason for violation:

  a. VRC AI.

    (1) REASON FOR VIOLATION/ERROR CONDITION

      Indicates that the Document Number, pos. 30-43, of the input document contains blanks and/or invalid alphanumeric characters. A blank in pos. 30 is valid on computer recommended buys but must be filled (A) for manually prepared PRs. This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

    (2) PROCESSING/RESEARCH REQUIRED

      Prepare a new handscribed reentry document IAW appendix B-139, DIC ZHS; appendix B-140, DIC ZSJ; or appendix B-141, DIC ZGS, as required, reflecting the correct Document Number in pos. 30-43.

  b. VRC AJ.

    (1) REASON FOR VIOLATION/ERROR CONDITION

      (a) Indicates that PGC, pos. 23-27, of the input document contains alphas, combination of alphas and numerics, or all zeros. This field should contain all numerics or be left blank. This VRC is applicable to the Batch Control Document, DIC ZSJ.

      (b) For DSCP-Medical (S9M), VRC AJ indicates that the PGC, pos. 23-27, of the input document contains other than the following numeric series:

        <u>1</u>. 05000 - 07999 - Sized.

        <u>2</u>. 40001 - 69999 - Bachelor.

        <u>3</u>. 95000 - 98999 - Like items.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-140, DIC ZSJ, reflecting the correct PGC in pos. 23-27, or leave blank when PGC is not applicable.

c. VRC AK.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Project Code, pos. 44-46, of the input document contains other than alphanumerics or all blanks. This VRC is applicable to Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-140, DIC ZSJ, reflecting the correct Project Code in pos. 44-46 or leave blank as applicable.

d. VRC AN.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the input document was mechanically rejected after an unsuccessful attempt to match its UI in pos. 23-24 with the current UI or the old (previous) UI recorded against the NSN in the NIR File; or the UI contained numerics or blanks. This VRC is applicable to Recommended Buy Documents, DIC ZHS, and Recommended Repair Documents, DIC ZGS.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, DIC ZHS, and/or appendix B-141, DIC ZGS, reflecting the correct UI in pos. 23-24.

e. VRC AS.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the input document was rejected because the quantity contained alphabetic characters or other invalid entries. This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct quantity in the appropriate columns. Precede significant digits with zeros.

f. VRC AY.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that NSN, pos. 8-20, of the input document is invalid because it contains alpha characters or blanks, or because the NSN is not current in the NIRF. This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, DIC ZHS; appendix B-140, DIC ZSJ, or appendix B-141, DIC ZGS, as required, reflecting the correct NSN in pos. 8-20.

g. VRC BT.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a transaction has passed validation but is unmatched to the SCR and violated for one of the following reasons:

(a) DIC ZSJ - there is no matching record (match on Recommended Buy number) and Action Code is other than DJ.

(b) There is a batch record (ZSJ) recorded in the SCR but input DIC ZHS/ZGS does not match a buy/repair trailer record in the SCR.

(c) There is a ZHS/ZGS transaction that passed validation with Resubmission Code R but there is no batch record in the SCR.

(d) There is a matching batch record for the input, DIC ZHS/ZGS, but no matching buy/repair record in the SCR and the Action Code is other than DF or DJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct data elements in the appropriate columns that caused the unmatched condition.

h. VRC CF.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Action Code field contains blanks and/or numerics or does not conform to the Action Code prescribed in appendix A-42 for Recommended Buy transactions (CY, DA, DB, DC, DE, DF, or DH); or other than Action Code DJ or DT is used against a manually recorded buy (those buys with an A in the first position of the PR Number). Also indicates that DIC ZHS Recommended Buy Documents, Action Codes DF, DJ,

or DT were input a second time without a Resubmission Code R in pos. 7. This VCR is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct Action Code in pos. 79-80. Enter R in pos. 7 if this card is being resubmitted due to having been previously rejected. Only Action Codes DA, DB, DC, DE, DF, DH, DJ and CY are applicable.

i. VRC CI.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the NSN in the input document is reflected as a deleted item in the NIR and is assigned a Key Code other than DR (Delete and Consolidate with, Delete and Transfer to, Delete and Change to). If Key Code is DR, the input will contain Action Code DT. If Action Code is other than DT and the Key Code is DR, the input will be processed under the new NSN. This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Indicates the NSN has been deleted. Therefore, no record exists in the SCF for this NSN. For Key Code DR, the record would be transferred over to new NSN when other than an Action Code DT is utilized. However, if an error was made on input, prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct NSN in pos. 8-20. If an error was not made and the item is required, action must be taken to reinstate the NSN and procurement initiated accordingly.

j. VRC CK.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates an invalid alphanumeric character in the TPC field, pos. 22, or a blank in pos. 22 when the NSN is a subsistence item. Numeric Code 1, 2, 3, or 4 as applicable must be reflected in pos. 22 when the NSN is a subsistence item (all FSG 89 items except FSC 8965 are considered subsistence items). This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct TPC in pos. 22. This VRC applies only when the NSN is a subsistence type item.

k. VRC EY.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the sum of the buy/repair quantities on DIC ZHS/ZGS reentry documents does not match the approved quantity on the batch reentry document, DIC ZSJ, with Action Code other than CY, DB, DC, DH, or DA.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct quantity in the appropriate documents, i.e., DIC ZSJ, ZGS, ZHS.

l. VRC EZ.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Special Annotation Code, pos. 28-29, of the input document is other than AA, AB, AC, AD, AE, PC, or blank. (See appendix A-68 for Special Annotation Codes.) This VRC is applicable to Recommended Buy/Repair Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-140 reflecting the correct Special Annotation Code in pos. 28-29. Only Codes AA, AB, AC, AD, AE, and PC are valid.

m. VRC FU.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that a transaction violated for one of the following reasons:

(a) The Line Item Number field, pos. 44-47, of the input document, contained blanks or alpha characters. This VRC is applicable to Recommended Buy Documents DIC ZHS, and Recommended Repair Documents, DIC ZGS.

(b) The Line Item Number, pos. 44-47, and the Storage Location RIC, pos. 51-53, of the input document, do not match the original recommendation contained in the SCF. This VRC is applicable to Recommended Buy Documents, DIC ZHS, and Recommended Repair Documents, DIC ZGS.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document IAW appendix B-139 and/or B-141, reflecting correct Line Item Number, pos. 44-47, and/or correct Storage Location RIC, pos. 51-53.

n. VRC HP.

   (1) REASON FOR VIOLATION/ERROR CONDITION

   Indicates RDD, pos. 62-65, of input document is blank or contains alphas. Applicable to appendices B-139 and B-141.

   (2) PROCESSING/RESEARCH REQUIRED

   Prepare a new handscribed reentry document IAW appendix B-139 and/or B-141, reflecting correct RDD.

o. VRC PU.

   (1) REASON FOR VIOLATION/ERROR CONDITION

   Indicates that a DIC ZSJ transaction with Action Code DD does not match the PGC and Batch Control Date in the Government GFMSF.

   (2) PROCESSING/RESEARCH REQUIRED

   Review input document to assure that the data elements required were correctly entered and obtain an appendix E-287 P, GFM Suspense File Inquiry by CRT Remote (Verb SRGF), for the PGC record involved. If the data elements were entered incorrectly, prepare a new DIC ZSJ IAW appendix B-140. If the appendix E-287 P indicates that the PGC record for the Batch Control Date in the input document has been cleared (Number Recommended and Number Completed fields equal zero), no further action is required.

p. VRC RU.

   (1) REASON FOR VIOLATION/ERROR CONDITION

   Indicates that there is no recorded unit price in NIR. Applies to DIC ZHS/ZJS with Action Code DT.

   (2) PROCESSING/RESEARCH REQUIRED

   The Standard Pricing Activity will be notified by IOM that a unit price is required for the specific item. Advice will be requested from Standard Pricing of action taken and date. Emergency Price changes to the NIR are scheduled the first of each month. Reentry of the violation will be submitted the first working day of the second week of each month. Prior to submission action, information should be received from Standard Pricing.

q. VRC T2.

   (1) REASON FOR VIOLATION/ERROR CONDITION

   Indicates that NSN cited in pos. 8-20 is not coded as the Head of the Family in the NIR. Applies to DIC ZHS/ZSJ with Action Codes other than DJ or DT.

(2) PROCESSING/RESEARCH REQUIRED

Review initiating action(s) which caused the violation to determine if the procurement should be recorded against the item with status as the head of a family or as a family member. If the procurement is to be recorded against the item with status as the head of the family, bachelorize the item IAW appendix E-171 P, ensure bachelorization has taken place through interrogations and review of the SCF and NIR, and resubmit the procurement transaction IAW E-139 P to initiate procurement action. If the procurement is to be recorded against the item with status as a family member, initiate the necessary action to clear the violation IAW paragraph 5 below and submit a Walk-Thru PR IAW appendices E-139 P and E-266 P, citing an Action Code DJ or DT as appropriate.

   r. VRC UA.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that Storage Location Code RIC, pos. 51-53, of input document is invalid, i.e., contains blanks. This VRC is applicable to appendices B-139 and B-141.

   (2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document IAW appendix B-139 and/or B-141, reflecting correct Storage Location Code RIC.

   s. VRC X2.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that DIC ZHS/ZGS have been input without a Batch Control Document, DIC ZSJ.

   (2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document IAW appendix B-140 in order to release the buy to Procurement as recommended by the computer. If recommended procurement was changed or is to be changed, it is necessary to submit batch control document as well as Recommended Buy/repair documents. In all cases, pos. 7 will be blank.

   t. VRC X3.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that DIC ZHS/ZGS and/or DIC ZSJ was input against a record previously approved but has not been released to procurement.

   (2) PROCESSING/RESEARCH REQUIRED

Information only, no action required.

u. VRC X4.

    (1) REASON FOR VIOLATION/ERROR CONDITION

    Indicates DIC ZHS/ZGS and/or DIC ZSJ was input against a buy/ repair recommendation previously canceled.

    (2) PROCESSING/RESEARCH REQUIRED

    Information only, no action required.

v. VRC X5.

    (1) REASON FOR VIOLATION/ERROR CONDITION

    Indicates a duplicate batch document was input into the same cycle.

    (2) PROCESSING/RESEARCH REQUIRED

    Information only, no action required.

w. VRC YN.

    (1) REASON FOR VIOLATION/ERROR CONDITION

    Indicates that the Recommended Buy has generated for more than 29 lines, or the Recommended Buy/Batch Control Documents, upon being reinput to the computer to process a Recommended Buy, indicates more than 29 lines.

    (2) PROCESSING/RESEARCH REQUIRED

    (a) When a Recommended Buy exceeds 29 lines, the buy will not be recorded in the SCF even though an SSCS and Recommended Buy/Batch Control Documents are produced. This condition will cause other SSCSs with Reason for Study Code RP and Recommended Buy/Batch Control Documents to be generated in successive Requirements Cycles. Input of the Recommended Buy/Batch Control Documents will violate because; (1) the number of lines exceeds 29; and (2) there is no match Recommended Buy in the SCF.

    (b) To correct this condition, the IM should increase the Operating Level so that the total number of deliveries for all preferred locations in the Storage Mission Document Pattern does not exceed 28 lines (the Batch Control Document counts as 1). If it is necessary to initiate a procurement before the Operating Level can be adjusted, a Recommended Buy with less than 29 lines may be prepared IAW appendix E-266 P.

    (c) If the original Recommended Buy did not exceed 29 lines, yet the Recommended Buy/Batch Control Documents violated with VRC YN on reinput, review the input documents to assure that there has been no keypunch/OMR error. If an error caused the total number of lines to

read more than 29, prepare new input documents and resubmit. If there was no input error, contact the MSO of DSO so that further investigation of the problem can be made.

   x. VRC YS.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Indicates that the Fund Classification Code, pos. 49-50, of the input document is blank or not valid IAW appendix A-60. This VRC is applicable to Recommended Buy Documents, DIC ZHS.

      (2) PROCESSING/RESEARCH REQUIRED

      Prepare a new handscribed reentry document IAW appendix B-139 reflecting correct Fund Classification Code.

   y. VRC YT.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Indicates that a transaction violated for one of the following reasons:

      (a) The Resubmission Code, pos. 7 of the input document, is other than R or blank. This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

      (b) The total revision field, pos. 63-65, of the input document contains all blanks or all zeros when Action Code DE is being processed. This VRC is applicable to Batch Control Cards, DIC ZSJ.

      (2) PROCESSING/RESEARCH REQUIRED

      (a) Prepare a new handscribed reentry document IAW appendix B-139, appendix B-140, or appendix B-141, as required, reflecting the correct Resubmission Code in pos. 7. Resubmission Codes are used when correcting a violation.

      (b) Prepare a new handscribed reentry document IAW appendix B-140 reflecting the correct number of revised line items.

   z. VRC YU.

      (1) REASON FOR VIOLATION/ERROR CONDITION

      Indicates that the Total Revision field, pos. 63-65, of the input document is blank, contains alphas or, when Action Code DE or DJ are being processed, and the total number in the input document does not equal the total number of lines in Batch Trailer of SCR. This VRC is applicable to Batch Control Documents, DIC ZSJ with Action Code other than CY, DB, DC, DH, or DA.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-140 reflecting the correct Total Revision data in 63-65.

aa. VRC YV.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Total Recommendation field, pos. 51-53, contains blanks or alphas. This VRC is applicable to Recommended Buy/ Repair Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-140 reflecting the correct Total Number Recommendations in pos. 51-53.

ab. VRC YW.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that Condition Code in pos. 55 of the input document is blank or other than D, F, or G. This VRC is applicable to Recommended Repair Documents, DIC ZGS.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-141 reflecting the correct Condition Code in pos. 55.

ac. VRC YX.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the current or future SSC of the NSN recommended for procurement or repair is not 1, 4, 5, 6, 7, 8, or A. A recommendation has been made to initiate procurement/repair action on a nonstocked item. (SSCs are defined in appendix A-50.) This VRC is applicable to Recommended Buy Documents, DIC ZHS, Recommended Repair Documents, DIC ZGS, and Batch Control Documents, DIC ZSJ.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of appendix B-139, appendix B-140, or appendix B-141, as required, after the item has been changed to a stocked item.

ad. VRC ZF.

(1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the Representative Buy Code, pos. 48, contains a code other than Y or N (Code Y means Yes and Code N means No). This VRC is applicable to Recommended Buy Cards, DIC ZHS.

(2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of
appendix B-139, DIC ZHS, reflecting the correct Representative Buy Code
in pos. 48, Y, N, or blank. A blank field results in automatic
assignment of a Code Y.

 ae. VRC AR.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the O/P Code, pos. 54, is invalid, blank, or
unmatched. This VRC is applicable to Recommended Repair Documents, DIC
ZGS.

   (2) PROCESSING/RESEARCH REQUIRED

Prepare a new handscribed reentry document in the format of
appendix B-141 reflecting the correct O/P Code in pos. 54.

 af. VRC Z7.

   (1) REASON FOR VIOLATION/ERROR CONDITION

Indicates that the data element in pos. 33-34 is invalid. The
calendar year date is not the current or prior year. Allowance for
prior year date will permit the rebuild of contract records when
required.

   (2) PROCESSING/RESEARCH REQUIRED

Prepare new handscribed and/or OMR Form reentry document in the
format of appendices B-139 and B-140 reflecting the correct year.

5. REENTRY INSTUCTIONS

  a. All violations listed in this appendix are controlled violations
from the standpoint that they must be processed immediately to avoid
followup by the computer except for VRC PU. An automatic followup is
prepared five days from the date the study and buy/repair batch
documents are generated and output for IM approval. New documents must
be prepared and resubmitted as outlined in appendix B-139/B-140 for all
VRCs with the exception of X3, X4, and X5. Resubmission Code R (pos. 7)
must be entered on all reentry documents. Further, reentry documents
will be prepared for only the line item(s) that violated.

  b. In preparing the actions outlined in the reentry instructions,
care must be exercised to ensure that all data fields beyond the field
that violated are correct inasmuch as validation is not performed
mechanically beyond the first field that is found to contain invalid
data.

  c. Forward the handscribed document(s) to the ODS via Keypunch
facility for reentry into the applicable process.

6. FLOWCHART

Flowchart not required.